



DEPARTMENT OF THE ARMY
Echo Battery, 1st Battalion, 79th Field Artillery
434th Field Artillery Brigade
Fort Sill, Oklahoma 73503

ATSF-KG-E

27 AUG 2016

MEMORANDUM FOR Family and Friends of Echo Battery 1-79 FA BN Soldiers

SUBJECT: Family Day and Graduation Day

Friends and family members of Echo Battery's Soldiers in training, we are now in the 6th week of Basic Training. We are gradually approaching Family Day and Graduation Day and I am pleased to send you the details about these two momentous events. Again, my name is CPT Haywood, the Battery Commander for Echo Battery, and the purpose of this letter is to give you the opportunity to make any plans necessary to attend these events. The Family Day presentation will take place at Echo Battery, and the Graduation Day ceremony will take place on post at the Cache Creek Chapel Complex or "CCCC", on 27 and 28 October respectively. Please see below for the specific timeline regarding these two days:

Family Day: 27 October 2016

9:00 a.m. – 10:00 a.m. Family and friends arrive to Family Day activities at Echo Battery.

10:00 a.m. – 10:55 a.m. Family Day demonstration at Echo Battery.

10:55 a.m. – 11:00 a.m. Battery Commander brief to family / friends (pass rules, etc.).

11:00 a.m. – 7:45 p.m. Sign out with the Battery and begin Family Day pass privileges.

7:45 p.m. – 8:00 p.m. Soldier accountability / sign in at the Echo Battery area.

Graduation Day: 28 October 2016

12:30 a.m. – 1:00 p.m. Doors open, families, and friends are seated in CCCC.

1:00 p.m. – 2:00 p.m. Class 80-16 Graduation Ceremony at CCCC.

2:30 p.m. – 7:45 p.m. Graduation Day pass privileges.

7:45 p.m. – 8:15 p.m. Soldier accountability / sign in at the Echo Battery area.

* Field Artillery (13) series MOS and Air Defense Artillery (14) series MOS Soldiers will be sent to their AIT unit after graduation and will sign out on pass from there.

NOTE: To avoid confusion and congestion, we ask that no visitors come to the Battery area during the duty day prior to Family Day. Soldiers will begin shipping out to their Advance Individual Training (AIT) units as early as 1:00am on Saturday, with final shipping complete by 11:00am Saturday.

Please look for and follow the signs posted near the gates to guide you to the events during both days.

FAMILY DAY

The Family Day demonstration is a brief look at many of the fundamental skills your Soldiers have learned and applied during their 9.5 weeks of Basic Combat Training (BCT). We have put together an exciting demonstration specifically designed for family and friends and it is both entertaining and educational. Please refer to the appropriate signs and uniformed personnel in the area to assist and point you in the right direction if you happen to get lost. Family members will receive a welcome brief and some other information after the demonstration. Family members will be allowed to see their Soldier immediately after the briefing once they have signed out of the Battery and have given a point of contact for who they're leaving with. Please follow the schedule above in order to allow for an enjoyable day.

Family Day Pass – 27 October: All “ELIGIBLE” Soldiers with families attending family day activities are encouraged to go on pass with their respective families during the designated times listed above. Please ask your Soldier if they are “ELIGIBLE” for pass prior to making plans. Soldiers with family members present, who wish to go on pass, must have a family member present at time of sign out. Soldiers who fall into the category of being ineligible to go on pass are likely to be tasked with extra duty and / or are facing administrative actions due to any circumstances preventing them from leaving.

All “ELIGIBLE” Soldiers without family members in attendance, who want to accompany their “Battle Buddy” and their family on pass, are also encouraged to do so. It is important that you and your Soldier communicate regarding the names and number of friends he / she plans on taking with you on pass. The only limit on how many can go with you is the number of open seats with seat belts in your vehicle. Your consent is mandatory.

Please note that an immediate family member (wife, mother, father, sister, brother, or legal guardian 18 years of age or older) must sign their Soldier and / or their battle buddy into and out of the Battery area for liability purposes. By signing for your Soldier and / or his / her battle buddies, you are taking full responsibility for them while they are on pass.

Post-Graduation Passes: All "ELIGIBLE" Soldiers are authorized to go on pass with their family members after the graduation ceremony after completing the appropriate out-processing procedure at the Battery area. Please follow the guidance above and the enclosed timeline. Due to the number of Soldiers assigned to the unit, the release time posted above will vary based upon the requirements to complete out-processing procedures after graduation.

Note: Soldiers are only authorized to be on pass in accordance with their family member's travel schedule. Please make your arrangements and plans accordingly. Family members are asked to leave the Battery area no later than 8:00 p.m. while visiting with their Soldier.

Field Artillery Soldiers: Only FA (13) series MOS Soldiers who will remain here at Ft. Sill for Advanced Individual Training (AIT) will have to sign in to 1-78 FA before they are released on pass with their families. Please do not make your travel arrangements to extend beyond Sunday 30 October 2016, unless you are absolutely sure that your Soldier will be authorized a pass. It will be the decision of the gaining AIT unit to grant a pass or not.

Air Defense Artillery Soldiers: Only ADA (14) series MOS Soldiers who will remain here at Ft. Sill for Advanced Individual Training (AIT) will have to sign in to 2nd BN, 6Th ADA before they are released on pass with their families. Please do not make your travel arrangements to extend beyond Sunday 30 October 2016, unless you are absolutely sure that your Soldier will be authorized a pass. It will be the decision of the gaining AIT unit to grant a pass or not.

Note: Again, Soldiers who are assigned to AIT units located on Fort Sill will have their weekend pass privileges determined by their AIT unit. The AIT unit will have their own standards, policies, and procedures for newly assigned AIT Soldiers and their pass privileges. Once the Soldiers leave Echo Battery and are assigned to their AIT unit, we will no longer have the ability to grant pass privileges.

Travel to AIT: IET Soldiers are NOT authorized leave between BCT and AIT. Please note that your Soldier is NOT authorized to travel with you to their next duty station. All Soldiers traveling to duty stations outside of Fort Sill for AIT will receive a government funded airline ticket to that duty station. These Soldiers will travel at a prescribed time, regardless of their report date. Many Soldiers will not travel until the following morning / day to their Advanced Individual Training (AIT) duty station.

Pass Do's and Don'ts: Designated passes are an opportunity to celebrate and relax with family members and friends. Soldiers are required to depart and return in their Army Service Uniform (ASU) with their beret on. Soldiers are to remain in this uniform until they return. Civilian attire is not authorized while on pass.

Soldiers who are caught out of uniform will have the remainder of their pass revoked and will be ordered to come back to the Battery.

Please remind your Soldier to conduct themselves with professionalism, honor, and pride at all times. Please do not encourage your Soldier to travel outside of the immediate Lawton-Fort Sill area while on pass. Soldiers are allowed to accompany family members to local establishments such as restaurants and hotels. **The following establishments are extremely prohibited: bars, clubs, adult entertainment, smoke shops, and casinos of any kind. All Initial Entry Training (IET) Soldiers, regardless of age are prohibited from using tobacco products of any kind, consume alcoholic beverages, or drive vehicles during pass privileges.**

Please help us help your Soldier by transporting them back to the Battery area no later than the times listed above so he / she can be on time for the accountability formation.

DRIVING ON FORT SILL

Gate Checks: All civilian and military personnel entering Fort Sill must present a DOD ID card or visitors pass with valid driver's license or ID at the gate. Please take into consideration that all unregistered personally owned vehicles are subject to being searched by the Fort Sill police based on the National Threat Level determined by the Department of Homeland Security. These searches are for your safety and for the security of our military installation. Personally owned firearms are not allowed on Fort Sill. If you are not a US citizen, bring legal documentation proving your identity and reason for being here. Please be cooperative with all security personnel. In order to assist you with this entry process, please refer to the **Visitor Pass memo**.

Cell Phone Use: Use of cellular / mobile phones while driving on Fort Sill is strictly prohibited. Passengers may use cell phones but drivers may only use cell phones with the aid of "hands free" or "speaker phone" devices. The Fort Sill police strictly enforce this rule with a minimum fine of \$75 for the safety of all personnel on this installation. Soldiers will be allowed to access their cell phones from their personal baggage prior to signing out of the Battery area and can take them along on pass.

Speed: Please be aware of all posted speed limits on Fort Sill which do not exceed 40 mph. Drivers should note that the max speed on the Field Artillery Training Center side of post is 15 mph and 10 mph when passing Soldiers walking or marching in formation.

SOUVENIERS

Souvenirs: Army souvenirs will be available at AAFES stores such as the main Post Exchange (PX), PX Mini Mall in the 434th FA Brigade training area, and the Clothing and Sales facility. Please note that all AAFES stores require a valid military ID card to make a purchase so please let your Soldier make the purchase.

FINAL RECOMMENDATIONS

When making flight reservations, please keep in mind that travel times to the airports (approximately 1.5 hours to Oklahoma City and 20 minutes to the Lawton Regional Airport) will have an effect. Also take note of any additional time necessary for security checks and airline check-in procedures (approximately 1 hour at Oklahoma City / Will Rogers World Airport and 1 hour at the Lawton Regional Airport).

Lawton-Fort Sill is a relatively large city in southwest Oklahoma and has a number of options in terms of modern hotel accommodations and local attractions. In addition, Fort Sill is a national landmark (established in 1869) that has a rich past and is well worth your time exploring. As always, please contact us with any questions about the above mentioned information or any other questions you may have (580) 442-1317. Travel safe!

A handwritten signature in black ink, appearing to read 'S. Haywood', enclosed within a large, loopy oval shape.

SCOTT T. HAYWOOD
CPT, FA
Commanding